



COMMONWEALTH of VIRGINIA

*Department of Emergency Management
Training, Education and Exercise Division*

Application for Adjunct Instructor for Exercise Courses (HSEEP)

Adjunct Instructor for The Commonwealth of Virginia Exercise Curriculum Courses. This recruitment is for part-time/ wage employees to instruct HSEEP related courses on an “as needed” (irregular basis). HSEEP training programs are those courses that address the needs of state and local officials assigned to duties related to development, planning, execution and assessment of discussion and/or operations based exercise activities. These courses range from 1 to 5 work days (8 to 40 hours) of instruction and are conducted multiple times per training year. Candidates will be expected to train outside of the VDEM region in which they live up to twice a year.

Adjunct Instructors receive compensation for course preparation and delivery time and are reimbursed for travel costs (lodging, meals, and miles at state per diem rates) for each course delivery. If selected, candidates will need to complete a Train the Trainer course, maintain appropriate certifications and attend an annual refresher on course content.

Adjunct Instructors in this role would be utilized to instruct the multiple courses developed by the Federal Emergency Management Agency’s Emergency Management Institute, other federal training partners and courses developed in-house by VDEM. Instructors are expected to adhere to the basic curriculum while injecting personal, Virginia-specific explanations and examples to courses developed within Virginia:

- V-0139: Exercise Design
- V-0131: Exercise Control and Simulation
- V-0130: Exercise Evaluation
- L-0146: Homeland Security Exercise and Evaluation Program (HSEEP)

NOTE: Not all adjunct instructors will be qualified to teach all the classes offered in this subject matter area. This list shows examples of the scope of courses offered.

Minimum Qualifications: Recent (within 5 years) experience in the development of After Action Reports / Improvement Plans created in accordance with HSEEP Guidance for discussion and operations based exercises. (Concepts and Objectives Meetings, Initial Planning Meetings, Midterm Planning Meetings, Master Scenario Events List Meetings, Final Planning Meetings, and After Action Meetings). Documentation of experience may be requested during the selection process.

Completion of a recognized training course providing qualifications in techniques of instruction and adult education methodologies with experience applying these techniques in a professional setting. Some FEMA/State courses that have been identified as meeting this requirement include:

- G-0265 Instructional Delivery Skills / G-0141 Instructional Presentation and Evaluation Skills

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- E-0262 Instructional Delivery for Subject Matter Experts
- E-0611 Instructing and Facilitating in the Classroom and Online
- PER-266 Instructor Training Certification
- NFA/VDFP Fire Instructor Certification
- DCJS General Instructor
- VDH/OEMS EMS Education Coordinator (Completed prior to 2018)

(Equivalents will be evaluated on an individual basis. Documentation of such training must be included with employment application submission.)

Successful completion of the following FEMA /EMI courses is required*:

- IS-0100 Introduction to the Incident Command System (On-line or classroom)
- IS-0200 ICS for Single Resources and Initial Action Incidents (On-line or classroom)
- IS-0700 National Incident Management System, An Introduction
- IS-0800, National Response Framework, An Introduction
- IS-0120, An Introduction to Exercises
- IS-0130 , Exercise Evaluation and Improvement Planning

Certificates of completion or a verified transcript should accompany required VDEM Wage Employment Application.

Preferred Qualifications: Successfully completion of FEMA Master Exercise Practitioner (MEP) certification program. Completion of additional EMI and VDEM emergency management courses reflecting a broad knowledge of Emergency Preparedness expertise.

Additional Requirements: Pass Criminal and Professional Background Check and DMV Records Check

Instructor candidates will be required to demonstrate instructional skills in a classroom setting as part of the hiring process.

Certificates of completion should accompany required VDEM Wage Employment Application.
Submit completed VDEM Wage Employment Application, resume and required training certificates to:

Virginia Department of Emergency Management
Human Resources Division
10501 Trade Court
North Chesterfield, Virginia 23236

Phone inquiries: (804) 897-6500

The Commonwealth of Virginia is an Equal Opportunity Employer

It is the policy of the Commonwealth of Virginia to prohibit discrimination on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability in the recruitment, selection, and hiring of its workforce.

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